

**FRANKLIN COUNTY  
DEPT of JOB and FAMILY SERVICES  
1721 Northland Park Ave.  
Columbus, OH 43229**

**J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Investigator 3  
(Bargaining)

**PCN:** 100631

**DEPARTMENT:** Quality Support Services

**P. R.:** 08

**REPORTS TO:** Investigator Supervisor 1

**RESPONSIBILITIES:** Conduct investigations of fraudulent or improper payments as assigned, gather evidence; research case files and computer records, public records, state local and federal rules and regulations governing Public Assistance/Food Assistance/Medicaid programs; review other public and private agency records; notify case managers of newly obtained eligibility information. Develop evidentiary files for cases referred to County Prosecutor. Determine amount of over/under payment and whether or not public assistance was obtained fraudulently; prepare summaries of findings following established local, state and federal rules and regulations; complete appropriate claim determination of referred cases and initiate collection letters on non-prosecution cases. Assist in criminal prosecution by cooperating with law enforcement officers, testifying in court when necessary. Confer with immediate supervisor, attorneys and county prosecutor regarding witnesses and evidence. Prepare cases for and attend disqualification hearings or state hearings, give testimony as required; attempt to secure promissory notes for collection, answer questions and provide information to customers regarding over/under payments. Maintain logs and records of investigations as required by P.A.S., the agency, ODJFS or the Federal Government. Help establish procedures to conduct investigations and initiate corrective action. Enter information in department database regarding establishment of over/under payments; complete routine statistical reports reflecting work and productivity. Attend training sessions, conference and meetings as required.

**MINIMUM QUALIFICATIONS:** An Associate's degree in social work or related field is required; supplemented by three (3) years of experience in fraud investigation; or any equivalent combinations of training and experience.

**STARTING SALARY:** \$ 15.78 per hour, 180 day probationary period.  
Plus a Comprehensive Benefits Package

**DATE POSTED:** Tuesday, February 26, 2013

**DEADLINE TO APPLY FOR INTERNAL APPLICANTS:** Monday, March 04, 2013

**DEADLINE TO APPLY FOR EXTERNAL APPLICANTS:** Monday, March 11, 2013

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.